



RB- DORMITORY SUPERVISOR

Characteristics of Work

This work involves responsibility for the supervision of the total program and function within the client residence quarters of the Rehabilitation Center for the Blind. The incumbent is responsible for the general welfare and safety of the clients when the regular Center program is not in operation. Supervision is exercised over subordinates. Duties are performed under the immediate supervision of the Center Director and Assistant Director and are reviewed through conferences and reports.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Supervises clients in the dormitory area to ensure adherence to established rules, regulations and procedures.

Supervises a group of resident clients engaged in general housekeeping duties, such as cleaning and making beds and provides assistance, if needed.

Submits oral and written reports to the proper staff members to provide pertinent information relative to the behavior and conduct of each client.

Participates in appropriate staff meetings and when necessary provides information on resident clients to report conditions, problems, etc.

Assists the recreation department staff in providing recreation and leisure time activities for clients when the Center program is not in operation.

Administers assistance to new clients when ill, to discuss personal problems, arbitrate disputes, and to help clients adjust to new environment.

Maintains adequate linen supply by sending linens to laundry, receiving clean linens, and issuing linens to resident clients.

Submits an inventory of supplies and equipment on hand, along with a list of needed supplies to inform Center Director of inventory and requests for supplies.

Instructs clients in the proper techniques of personal hygiene, personal grooming, proper placement of items in the rooms, and in proper eating techniques during meals.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises and instructs clients in daily living skills as well as recreational and leisure activities.

2. Provides input regarding resident clients through written and oral reports and through active participation in staff meetings.
3. Maintains all necessary supplies and submits an inventory of supplies and equipment on hand.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

Substitution Statement

Any combination of education and experience equivalent to twelve (12) years of experience which is acceptable to the appointing authority, and which is job related may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.